


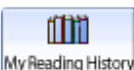



Review Your Account

You can check or update many aspects of your library account on line.

Once you have logged into your account, you will see an account overview page. From this page you can:

1. View and manage outstanding requests (holds). 
2. Change your PIN.
3. Update your email information. 
4. Rate an item listed in the catalog. 
5. Review your borrowing history. 
6. Revisit selected searches you have performed. 

From the account overview page you will also be able check the expiration date of your library card and see any fines or bills that have accrued.

Reading History

To keep an online record of the items you have borrowed, click on the *My Reading History* button and then click the *Opt In* button to activate this feature.

Library Hours

Mondays	9:00 am to 8:30 pm
Tuesdays	9:00 am to 8:30 pm
Wednesdays	9:00 am to 8:30 pm
Thursdays	9:00 am to 8:30 pm
Fridays	9:00 am to 5:00 pm
Saturdays	9:00 am to 5:00 pm
Sundays	1:00 pm to 5:00 pm

Closed all legal holidays.

Summer Hours are in effect between Memorial Day and Labor Day. During the summer the library has reduced weekend hours:

Saturdays	9:00 am to 1:00 pm
Sundays	Closed

Telephone Numbers

Circulation/Main number 508-624-6900
Phone Renewals, Museum Passes, and General Information

Reference Department 508-624-6992
Research Assistance, Local History, Genealogy, and Online Resources

Children's Department 508-624-6902
Children's Book Requests and Children's Programs

Director 508-624-6901
Meeting Space Booking, Volunteer Opportunities, and General Information

Marlborough Public Library

Access Your Account Online

**Request
Renew
Review**



Marlborough Public Library
35 West Main Street
Marlborough, MA 01752
508-624-6900
www.marlbroughpubliclibrary.org

Parking is available behind the library off of Witherbee Street.

Your Library Account Online

Login to Your Account

Any Marlborough Public Library card holder can access their library account online through the C/W MARS web site. A Personal Identification Number or PIN is required to access your account.

Creating your PIN

1. Visit the C/W MARS website at <http://www.cwmars.org>.
2. Under *Library Catalogs* choose *Central MA Libraries*.
3. Click on the red **LOGIN** link in the upper right hand corner.
4. Enter your library card number where prompted—leave the PIN field blank.
5. Enter the SUBMIT button.
6. Fill in the PIN fields where prompted. (You may have to re-enter your library card number.)

If you already have a PIN, but you have forgotten it, click on the *Forget Your Pin* button and follow the directions.

Logging into Your Account

1. Visit the C/W MARS website at <http://www.cwmars.org>.
2. Under *Library Catalogs* choose *Central MA Libraries*.
3. Click on the red **LOGIN** link in the upper right hand corner.
4. Enter your library card number and PIN where prompted.
5. Enter the SUBMIT button.

Request Library Materials

Materials from the Marlborough Public Library or any other library in the C/W MARS network can be requested online.

Placing a Request

1. Search the C/W MARS catalog by Keyword, Title, Author or Subject.
2. Press the red tinted REQUEST button. You will see it either to the right of the title or at the top of the page.
3. Type in your library card number and PIN, then click the SUBMIT button.
4. Using the drop-down menu, choose the library where you want to pick-up your request.



PLEASE NOTE: Certain items are not available for request.



Please call the Circulation Desk at 508-624-6900 if you have problems using your account online.

Renew Library Materials

Materials from C/W MARS libraries can easily be renewed online.

1. Log into your account (see instruction to the left).
2. The items checked out on your card are listed at the bottom of the page. The dates these materials are due back to the library are listed under *Status*.
3. Renew all the items, click on the *Renew All* button.
4. To renew individual items, click on the box to the left of the title under the heading *Renew*. Then click on the *Renew Selected* button.
5. You will see the new due date listed under *Status*.



Materials may only be renewed once.

Items that cannot be renewed

1. Items that have been requested by other library patrons.
2. Items that have already been renewed once.

If you cannot renew an item an error message will display on the screen.